



**SHASTA COUNTY
SOCIAL SERVICES TRANSPORTATION
ADVISORY COUNCIL
GUIDELINES AND BYLAWS**

*Approved by SSTAC on September 9, 2003
Approved by SCRTPA on October 21, 2003*

The Social Services Transportation Advisory Council (SSTAC) was established under the requirements of the Transportation Development Act (TDA), to ensure that unmet transit needs are identified within Shasta County. The SSTAC serves as an advisory body to the Shasta County Regional Transportation Planning Agency (SCRTPA) regarding the transit needs of transit dependent and transit disadvantaged persons, including elderly, handicapped, and persons of limited means.

The Social Services Transportation Advisory Council (SSTAC) shall be governed by the following guidelines and bylaws.

PURPOSE AND DUTIES

1. To advise SCRTPA on the transit needs of transit dependent and transit disadvantaged persons, including the elderly, handicapped, and persons of limited means including, but not limited to, recipients of the Cal WORKS program.
2. To annually participate in the identification of transit needs that may be reasonable to meet by establishing or contracting for new public transportation or specialized transportation services by expanding existing services.
3. To annually review and recommend action to be taken by SCRTPA which finds, by resolution, that (A) there are no unmet transit needs, (B) there are no unmet transit needs that are reasonable to meet, (C) there are unmet transit needs, including needs that are reasonable to meet or (D) there are unmet transit needs that are not reasonable to meet.

MEMBERSHIP

- (a) SCRTPA shall appoint SSTAC members in the following categories as established in Section 99238 of TDA statutes:
 - (1) At least one representative of potential transit users who is 60 years of age or older.
 - (2) At least one representative of potential transit users who is disabled.
 - (3) At least two representatives of the local social service providers for seniors, including one representative of a social service transportation provider, if one exists.

- 4) At least two representatives of local social service providers for disabled persons, including one representative of a social service transportation provider, if one exists.
- (5) At least one representative of a local social service provider for persons of limited means.
- (6) Two representatives from the local consolidated transportation service agency, designated pursuant to subdivision (a) of Section 15975 of the Government Code, if one exists, including one representative from an operator, if one exists.

(b) SCRTPA may appoint additional members in accordance with the following guidelines:

SCRTPA shall recruit candidates for appointment to the SSTAC from a broad representation of social service and transit providers representing the elderly, the handicapped, and persons of limited means. In appointing council members, SCRTPA shall strive to attain geographic and minority representation among council members. Candidates shall complete an application for appointment provided by the SCRTPA.

(c) Ex officio members of the SSTAC shall be representatives from all the transportation operators in Shasta County.

TERMS OF OFFICE

Of the initial appointments to the SSTAC, one-third shall be for a one-year term, one-third shall be for a two-year term, and one-third shall be for a three-year term. Subsequent to the initial appointment, the term of appointment shall be for three years, which may be renewed for additional three-year terms.

VACANCIES

A vacancy shall be created when an appointed member of the SSTAC misses three consecutive regular meetings without good cause, so entered in the minutes; or when due to a death, disability, or extenuating circumstances, that member can no longer carry out responsibilities as a council member.

OFFICERS

During the first meeting of the calendar year, the council shall elect a chair and vice chair to serve for one year. The chair shall preside at all meetings of the SSTAC. The vice chair shall perform the duties of the chair in his/her absence. In the event both officers are absent, the majority of quorum may appoint a presiding officer for that meeting. Upon resignation of an officer, a special election will be held.

DUTIES OF OFFICERS

- A. Chair: The Chair may appoint committees, sign correspondence, approve agenda, conduct elections, and designate his/her responsibility to sign correspondence. The Chair or his/her designee shall report to the SCRTPA Board on recommendations of the SSTAC.

- B. Vice Chair: In the absence of the Chair, the Vice Chair shall assume all powers and duties of the Chair.
- C. Secretary: The Secretary shall be the SCRTPA staff. The Secretary shall keep minutes of all SSTAC meetings, read correspondence at the meetings, prepare SSTAC letters, prepare and distribute special notices, agenda announcements, minutes, staff reports, and other materials as directed by the Chair.

STAFF

SCRTPA staff shall serve as primary staff to the SSTAC.

ORGANIZATION AND PROCEDURES

- a) Meetings. The SSTAC shall meet quarterly at time and date agreed upon by a majority of the members in order to carry out the purpose and duties described above. The meetings are open to the public in compliance with the Ralph M. Brown Act (Government Code Section 54950 et seq.). The meetings are to be held in an accessible location in order to facilitate the attendance of physically handicapped or disabled members of the SSTAC and the community in general.
- b) Quorum. A majority of the voting members shall constitute a quorum for the transaction of business.
- c) Voting. Voting on all matters shall be on a voice vote, unless any member requests a roll call vote in attendance. Ex officio members of the council shall not vote, although they may participate freely in any and all discussions of the SSTAC. Ex officio members from the SCRTPA and/or Department of Transportation shall vote in case of tie.
- d) Limitation of Discussion. Discussion on any particular matter by either council members or by any member of the general public may be limited at the discretion of the chair, to such length of time as the chair may deem reasonable under the circumstances.
- e) Conduct of Meetings. The meetings are to be conducted in accordance with the principles of Roberts' Rules of Order.
- f) Minutes. Official minutes recording the members and visitors present, motions entertained and actions taken at each meeting, shall be prepared by SCRTPA staff and submitted to the SCRTPA Board after each SSTAC meeting. The minutes shall reflect minority views in addition to the majority viewpoint.
- g) Bylaws. The information set forth in these bylaws shall be deemed sufficient to serve as the bylaws for the council, subject to approval by SCRTPA. These bylaws may be amended by a majority vote of the SSTAC members and subsequent approval by SCRTPA.
- h) Communications. Official communications shall be in writing and shall be approved by the majority of members in attendance. The chair shall make presentations to the SCRTPA Board for unmet transit needs findings.

- i) Staff Assistance. SCRTPA staff assistance shall consist of providing information, preparing meeting agendas as directed, preparing the minutes, preparing correspondence and reports as requested by the SSTAC, and generally assisting the SSTAC.

FUNCTIONS OF THE COUNCIL

The council will have the following responsibilities:

- a. Annually participate in the identification of unmet transit needs and potential sources of transit funding other than TDA.
- b. Annually review and recommend action by the SCRTPA Board, which finds by resolution, that (a) there are no unmet transit needs, (b) there are no unmet transit needs that are reasonable to meet, or (c) there are no unmet transit needs, including needs that are reasonable to meet.
- c. Advise the SCRTPA on major transit issues.

UNMET NEEDS RECOMMENDATION

The SSTAC shall annually make a recommendation to SCRTPA in regard to which of the following resolutions should be adopted by SCRTPA resolution:

- (1) there are no unmet transit needs, or
- (2) there are no unmet transit needs that are reasonable to meet, or
- (3) there are unmet transit needs, including needs that are reasonable to meet, or
- (4) there are unmet transit needs that are not reasonable to meet.

If SCRTPA adopts a finding that there are unmet transit needs, including needs that are reasonable to meet, then the unmet transit needs shall be funded before any TDA allocation is made for streets and roads.